Tips for Talking

1. **Practice, practice, practice.**
   The more you are at home with your talk, the more relaxed and yourself you'll be in presenting it.

2. **Make an outline** (in any way that gets the ideas out of your head and onto paper).
   Organize that outline so your talk flows in a way that makes your key point.
   
   Shorten and tighten your outline to make it more phrases than sentences.

3. **Practice delivering your speech four or five times** – OUT LOUD!
   to a mirror, to a roommate, to yourself as you walk around campus.
   
   Your goal is to be as extemporaneous as you can. (A mouthful of a word, better read than said, but it means speaking, smoothly, comfortably from your outlined notes – NOT reading your talk.)

4. **As you deliver your talk** –
   
   **Project your voice** so they can hear you at the back of the room (but not at the back of Progressive Field).
   
   **Speak at an even pace** – Don't rush and don't talk as if you're mouthing each syllable.
   
   **Energize your topic** – **show your interest in it.** If you care, they'll care.
   
   **Look at your audience.**

5. **And practice, practice, practice.** It will all be much easier. Even fun.
As You Get Ready to Write  A Public Speaking Checklist

1. **I've got my topic.** It's [in a sentence]

   (Is it **narrow** and **manageable** enough to fit my **time limits**)

2. **It fits my audience’s interests?**

3. **I know what I’m trying to do** (my rhetorical purpose):


5. **I can support my thesis.**

   Supporting Point #1 is __________________________________________
   Example #1 is __________________________________________
   Supporting Point #2 is __________________________________________
   Example #2 is __________________________________________
   Supporting Point #3 is __________________________________________
   Example #3 is __________________________________________

6. **I have an outline:** My thesis and support are organized in a logical way to make my main point/thesis/Take-Away clear, convincing and easy to understand.

7. **I'll** (1) **Tell them what I’m going to tell them;**
   (2) **Tell them and**
   (3) **Tell them what I told them.**

8. **I have a conclusion.**

As You Get Ready to Talk

9. **I have practiced, practiced, practiced.**

10. **I've had a good night's sleep.**

11. **I look GOOD!** (Credible)